

## Guide to Preparation of Camera-Ready Manuscript for NELS 37\*

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### 1. What to Submit

**Please be assured that the NELS editors will NOT edit your paper** for content, style or errors. This means that what you submit to us will be the final version of your paper that will appear in the proceedings. We request that you submit articles electronically as an email attachment. The e-mail address is [\*\*nels@linguist.umass.edu\*\*](mailto:nels@linguist.umass.edu). Please contact us if for some reason you cannot submit your paper as an email attachment.

The file can be in RTF, Microsoft Word, or PDF format. Please do not send only a PDF file; include the file from which the PDF was generated. Beginning this year, **we do not accept LaTeX submissions**. All submissions must be in RTF or Microsoft Word format, accompanied by a PDF file.

**The file name should be the first 8 letters of the author's last name** followed by whatever extension is required by the software.<sup>1</sup>

The style sheet itself is formatted according to these guidelines and can be used as a concrete representation of the formatting requirements.

### 2. Basic Formatting Information

#### 2.1 Page Limits

Invited talk: 20 pages

Paper Presentation (Including Special Session): 14 pages

Alternate: 12 pages

Poster: 12 pages

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\* We would like to acknowledge the authors of the many preceding versions of these guidelines. For information on how to format acknowledgements, see section 6 (notes).

<sup>1</sup> If the article is written by more than one author, use the first 8 letters of the first author's last name.

## 2.2 Fonts

The article title, author's name and affiliation, header information and body of the article (including all section headings and example sentences) should be written in 12 pt Times New Roman. Footnotes should be written in the 10 pt size of the same font. Please note that we will not accept articles in which the entire main body is smaller than 12 pt.

We strongly recommend that you use a Unicode font for phonetic and logical symbols and ArborWin/Arboreal, or the drawing functions of Microsoft Word, for tree diagrams. If, however, any other fonts are used for phonetic symbols, trees, or other special characters, you must **embed copies of these fonts in the document you send us, or provide them separately as e-mail attachments.**

Please contact us if you require assistance embedding fonts.

## 2.3 Spacing and Justification

All text should be single-spaced and fully justified (that is, both right and left justified). This includes references and footnotes. Diagrams should be machine typed (not handwritten). Only one blank line should separate diagrams, example sentences and tables from the main text.

Please note that a blank line should separate paragraphs in the text body.

## 2.4 Paragraph and Section Formatting

If section headings are used, they should be capitalized like titles, not typed in all caps. The section number should appear flush with the left margin and the written text of the heading should appear 0.5" (1.3 cm) from the left margin. The section number should be followed by a period unless it specifies both section and subsection numbers (i.e. Section 2.4, not Section 2.4.). Leave a blank line between the section heading and all subsequent text. The first line of the first paragraph should begin at the left margin. The first line of all subsequent paragraphs should begin indented 0.5" from the left margin.

## 2.5 Page Numbers

**Page numbers should not be inserted.** The NELS editors will assign page numbers to each article and insert them in the preparation of the NELS volume.

## 2.6 Margins

Depending on your word processor, you may choose one of two ways to correctly format your margins.

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### 1. Inside-Outside Margins

In many word processors (e.g. versions of MS Word including Word for Windows and Word 2004 for Mac), you have the option to select different values for Inside vs. Outside margins. (You may have to check 'mirror margins' to see these labels instead of Right and Left.) Set INSIDE margins to 1.5" (3.8 cm) and OUTSIDE margins to 1" (2.5 cm).

### 2. Even-Odd Margins

On this method, the margins are set according to whether the page number is odd or even. Although the NELS editors will insert the actual page numbers, in order to set the proper margins, please assume that odd numbered pages are every other page beginning with the first page and that even numbered pages are every other page beginning with the second page. The table in (1) gives the proper settings for odd and even numbered pages.

#### (1) Margins

Margin	Odd Numbered Page Setting	Even Numbered Page Setting
Top	0.75" (1.9 cm)	0.75" (1.9 cm)
Bottom	1.0" (2.5 cm)	1.0" (2.5 cm)
Left	1.5" (3.8 cm)	1.0" (2.5 cm)
Right	1.0" (2.5 cm)	1.5" (3.8 cm)
Header	0.75" (1.9 cm)	0.75" (1.9 cm)

### 3. The First Page

On the eighth line from the top (leave seven blank lines), center the title of the article in boldface. Leave two blank lines; on the 11<sup>th</sup> line, center the author's name (First name Last name). Leave a single blank line, and on the 13<sup>th</sup> line center the author's affiliation. Leave four blank lines, and begin the main text of the article on the 18<sup>th</sup> line.

The first page should not have anything written in the header or the footer.

### 4. Subsequent Pages

In the header of the even numbered pages, beginning with the second page, center the author's name in 12 pt Times New Roman. Singly-authored papers should use the author's first and last name in that order. Jointly authored papers should include only the authors' last names in this header, with the final two names conjoined by the ampersand (&), not the word 'and'.

In the header of the odd numbered pages, center a running title of 50 characters or less (including spaces) in 12 pt Times New Roman *italics*. The author's name should *not* be set in italics.

A single blank line should follow the text in all headers.

## 5. Example Sentences

If example sentences are used, leave a blank line both above and below the example. The example number should be contained in parentheses and appear flush with the left margin. The written text of the example should appear 0.5” (1.3 cm) from the left margin. A gloss and translation should be given for each sentence in a language other than English. In gloss lines, use hyphens (-) for morpheme breaks. If a morpheme requires more than one English word as a gloss, separate the words of the gloss with periods (.). For example:

- (2) Gurosu-to eigoyaku-o tukete kudasai-ne  
gloss-and English.translation-acc put please-ending.particle  
'Please give glosses and English translations'
- (3) Komat-tara itudemo watasi-ni kiite kudasai-ne  
are.in.trouble-if at.any.time I-dat ask please-ending.particle  
'If you are having trouble, ask me at any time'

## 6. Notes

If notes are used, they should be footnotes and not endnotes. The first line of all footnotes should begin indented 0.5” (1.3 cm) from the left margin. Footnotes should appear in 10 pt font, be fully justified, and be numbered serially throughout the article.

If acknowledgements are included, please place them in a footnote labeled \* immediately following the article title. The first page of this guide provides an example of how to do this. The acknowledgements footnote is the one exception to the serial numbering of footnotes; the first footnote following the acknowledgements, rather than the acknowledgements footnote itself, should use the number 1.

If footnotes contain example sentences, number the examples with small roman numerals. The first example in each footnote should begin with the number (i). Aside from this difference in numbering, example sentences should be formatted as shown in section 5 of this guide.

## 7. References

Leave two blank lines after the main text of the article and on the next line center the heading **References** in boldface. Leave a blank line between the heading and the written text of the first reference. References should immediately follow one another. Do not leave a blank line between references. A 0.5” hanging indent should be used for references that take up more than one line. References should be given in alphabetical order and be fully justified. For more detailed information on the format of references consult the current Linguistic Inquiry (LI) style sheet, which is available at:

<http://www-mitpress.mit.edu/journals/LING/li-style.pdf>

## *Guide to Preparation of Camera-Ready Manuscripts*

Please let us know of any concerns regarding the implementation of LI style.

The address of the author(s) should follow the references, separated from them by one blank line. Please include an email address, separated from the rest of the address by one blank line. If authors represent different institutions, precede each address with the first and last names of the author(s) at that address; leave a blank line separating addresses.

### **References**

- Beckman, J., L. Dickey, and S. Urbanczyk. 1994. UMOP 18 Style Sheet. Ms., University of Massachusetts, Amherst.
- GLSA Staff. 1995. Guide to the Preparation of Camera-Ready Manuscript: NELLS 26 Style Sheet. Ms., University of Massachusetts, Amherst.

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